RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

Business name

Document: RAMS-001 Rev 1
Prepared: 9 Nov 2026
Review by: 9 Dec 2026
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	HVAC service and maintenance	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Heating and ventilation

2. WORK INVOLVING PARTICULAR RISKS (CDM 2015 SCHEDULE 3)

YES	Risk of burial under earthfalls, engulfment in swampland or falling from a height, made worse by the work, processes or site		Work on wells, underground earthworks and tunnels
	Chemical or biological substances that are a particular danger, or that need health monitoring by law		Divers with a system of air supply
	Ionising radiation needing controlled or supervised areas		Work in caissons with a compressed air atmosphere
	Work near high voltage power lines		Use of explosives
	Risk of drowning		Assembling or dismantling heavy prefabricated components

3. RISK ASSESSMENT

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
1	Isolate the unit, lock off and label, and prove dead	Electric shock from live wiring Stored energy Rules: Electricity at Work Regulations 1989	Workers, Occupants. How: Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill. Energy left in springs, hydraulics, compressed gas, raised loads or capacitors releases suddenly and crushes or injures workers.	**Very high (15) Possible / Fatal**	1.1 Isolate the power before any work. Do not work live. [Eliminate] 1.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.3 Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after. [Control (engineering)] 1.4 Only competent, qualified electricians do electrical work, following a safe isolation procedure. [Control (procedures)] 1.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Control (procedures)] 1.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Control (procedures)] 1.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 1.8 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 1.9 Lock out and tag all energy sources with personal locks. [Isolate] 1.10 Put mechanical blocks or props under raised parts like buckets,	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					tipper bodies and doors. [Control (engineering)] 1.11 Test that the system is dead and nothing can move before you start. [Control (procedures)] 1.12 Follow the maker's procedure, for example for garage door and roller door springs. [Control (procedures)] 1.13 Wear safety glasses and gloves. [PPE]		
2	Access units safely, from a ladder or roof with edge protection	Falling from a ladder Falling from a roof edge Rules: Work at Height Regulations 2005	Workers, People below. How: The ladder slips or tips, or the worker overreaches, and they fall onto a hard surface. A worker slips or walks off the edge of a roof or gutter line and falls to the ground.	**Very high (20) Likely / Fatal**	2.1 Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. [Reduce / substitute] 2.2 Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. [Control (engineering)] 2.3 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Control (engineering)] 2.4 Use ladders only for short, light work (about 30 minutes in one spot). Do not carry heavy or awkward loads up a ladder. [Control (procedures)] 2.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Control (procedures)] 2.6 Do not work off the top three rungs of a leaning ladder. On a stepladder, do not stand on the top two steps (top three on swing-back or double-sided steps) unless there is a suitable handhold. [Control (procedures)] 2.7 Check the ladder before each use: feet, rungs, stiles and locks. [Control (procedures)] 2.8 Wear non-slip safety boots with clean soles. [PPE] 2.9 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 2.10 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 2.11 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Control (engineering)] 2.12 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Control (engineering)] 2.13 Use one safe, controlled access point and keep others off the roof. [Control (procedures)] 2.14 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Control (procedures)] 2.15 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE]	**Medium (8) Unlikely / Major injury**	Site supervisor
3	Clean filters and coils, wearing a mask for mould and dust	Mould and droppings General dust Hazardous chemicals Rules: COSHH	Workers, Occupants. How: Water-damaged buildings, bird and rat droppings and dead animals hold mould and	**Medium (9) Possible / Lost time injury**	3.1 Fix the water leak and dry the area before removing mould. [Eliminate] 3.2 Seal off the area with plastic sheeting and keep occupants out. [Isolate] 3.3 Clean up with an H-class vacuum and wet wipes. Never dry	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		Regulations 2002	germs that cause breathing problems and infections. Dust from plasterboard, filler, cement and clean up irritates eyes and lungs and makes it hard to see.		sweep. [Control (engineering)] 3.4 Bag mouldy material on site and remove it promptly. [Control (procedures)] 3.5 Wash hands and face before eating and at the end of each shift. [Control (procedures)] 3.6 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Reduce / substitute] 3.7 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 3.8 Use tools with dust extraction and a vacuum for clean up. [Control (engineering)] 3.9 Lightly mist the area with water to keep dust down, away from anything electrical. [Control (engineering)] 3.10 Never dry sweep or blow dust off with compressed air. [Control (procedures)] 3.11 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Reduce / substitute] 3.12 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Control (engineering)] 3.13 Do a COSHH assessment and read the Safety Data Sheet (SDS) before use. [Control (procedures)] 3.14 Keep chemicals in labelled containers. Never decant into drink bottles. [Control (procedures)] 3.15 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Control (procedures)]		
4	Check refrigerant pressures with gauges	Refrigerant leaks Pressure testing Rules: Fluorinated Greenhouse Gases Regulations 2015; Pressure Systems Safety Regulations 2000	Workers, Occupants. How: Refrigerant gas causes frostbite, pushes oxygen out of small rooms, and some types catch fire. A pipe, fitting or cap fails under test pressure and blows apart, hitting people nearby.	**Medium (8) Unlikely / Major injury**	4.1 Recover refrigerant into an approved cylinder before opening the system. Never vent it. [Isolate] 4.2 Ventilate closed spaces and use a leak detector during the work. [Control (engineering)] 4.3 Only F-gas certified engineers handle refrigerants. [Control (procedures)] 4.4 With flammable refrigerants (such as R32 or R290), remove ignition sources and use spark-free tools. [Control (procedures)] 4.5 Wear cold-rated gloves and safety glasses or a face shield. [PPE] 4.6 Test with water instead of air or gas where the system allows it. Never put water in refrigerant pipework, which is tested with dry nitrogen. [Reduce / substitute] 4.7 Keep people out of the test area with signs and barriers. [Isolate] 4.8 Use a calibrated gauge and a relief valve set to protect the system. [Control (engineering)] 4.9 Test to the pressure the system calls for and hold it for the set time. Never go over. [Control (procedures)] 4.10 Release the pressure fully before tightening anything or fixing leaks. [Control (procedures)] 4.11 Wear safety glasses or a face shield. [PPE]	**Low (4) Very unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
5	Restore power, test and record	Electric shock from live wiring Poor housekeeping and waste Rules: Electricity at Work Regulations 1989	Workers, Occupants, Visitors. How: Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill. Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits.	**Very high (15) Possible / Fatal**	5.1 Electric shock from live wiring: see step 1 for the full controls [Control (procedures)] 5.2 Order materials to size and send packaging back where you can. [Eliminate] 5.3 Put skips and waste chutes close to the work. [Control (engineering)] 5.4 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 5.5 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 5.6 Stack materials neatly on level ground, away from edges. [Control (procedures)] 5.7 Use a registered waste carrier and keep waste transfer notes for at least 2 years. Keep hazardous waste such as asbestos separate, with consignment notes (special waste in Scotland). [Control (procedures)] 5.8 Wear gloves when handling waste. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Very high. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of control (eric-pd): Eliminate, Reduce / substitute, Isolate, Control (engineering), Control (procedures), PPE.

4. METHOD STATEMENT: SEQUENCE OF WORK

Step	What we will do	How it is done safely
1	Isolate the unit, lock off and label, and prove dead	Isolate the power before any work. Do not work live. Lock out and tag the isolation point with your own personal lock and danger tag. Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after.
2	Access units safely, from a ladder or roof with edge protection	Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing.
3	Clean filters and coils, wearing a mask for mould and dust	Fix the water leak and dry the area before removing mould. Seal off the area with plastic sheeting and keep occupants out. Clean up with an H-class vacuum and wet wipes. Never dry sweep.
4	Check refrigerant pressures with gauges	Recover refrigerant into an approved cylinder before opening the system. Never vent it. Ventilate closed spaces and use a leak detector during the work. Only F-gas certified engineers handle refrigerants.
5	Restore power, test and record	Electric shock from live wiring: see step 1 for the full controls Order materials to size and send packaging back where you can. Put skips and waste chutes close to the work.

5. PPE AND PERMITS

Required PPE	Permits and plans

Required PPE	Permits and plans
Safety boots Safety glasses Rigger gloves FFP3 dust mask Insulated electrical gloves Arc-rated clothing and face shield Safety helmet Full body harness and lanyard Sun protection (sunscreen and neck cover) Half-mask respirator (P3 filters) Safety goggles Coveralls Chemical-resistant gloves Face shield	Permit to work (electrical isolation) Roof access permit Work at height permit

6. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Hand tools					
Electrical test equipment (multifunction tester)		Check leads and probes meet HSE GS38 before each use; prove the voltage indicator on a proving unit before and after; calibrate at the maker's interval (usually yearly)			
Podium step		Pre-use check every day it is used, plus regular detailed visual inspections recorded (HSE INDG455)			
Pressure washer (jet wash)					

7. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

8. EMERGENCY ARRANGEMENTS

Emergency number	999	**First aid kit**	In the work vehicle
Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout "Fire" or "Stop" and use the site alarm. Stop work, make the area safe and go to the assembly point. Do not go back in until the supervisor says it is safe.
Reporting incidents	Report reportable incidents to HSE under RIDDOR 2013 (hse.gov.uk/riddor).		

9. SITE ARRANGEMENTS

Welfare	Toilets, drinking water, hand washing and a break area on site	**Security and access**	Work area fenced or kept locked when unattended. Tools and materials secured. Public kept out.
Environmental and waste	Waste goes in a skip or the van and is taken away by a registered waste carrier, with waste transfer notes kept (duty of care). Hazardous waste such as asbestos is kept separate and consigned correctly. Dust and noise kept to a minimum. No run-off into drains.		

10. MONITORING, REVIEW AND LEGAL BASIS

The supervisor checks the controls at the start of each shift and during the work. Stop work and review this RAMS if the work, the crew or the site conditions change, after any incident or near miss, or if the principal contractor asks.

Legal basis: Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015. Employers must assess the risks of their work and record the significant findings (required where you employ 5 or more people). On CDM projects, contractors give their RAMS to the principal contractor before starting, and brief the workers on it.

Keep this RAMS, every revision and the signed briefing register with the site file for the length of the job, and keep a copy in your records afterwards.

11. REVISION HISTORY

Rev	Date	By	What changed
1	9 Nov 2026		First issue

12. APPROVAL AND BRIEFING REGISTER

	Name	Signature	Date	
Prepared by				
Approved by				
Supervisor				
Principal contractor review				Accepted for use: Yes / No

By signing below, each person confirms this RAMS was explained to them in a site briefing, they understand it and will follow it, and they will stop work and tell the supervisor if anything changes.

Name	Role / company	Tickets / licences	Inducted	Signature	Date

Name	Role / company	Tickets / licences	Inducted	Signature	Date